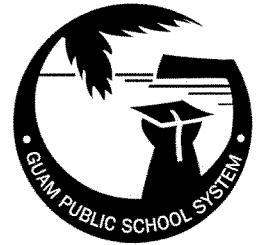




LUIS S.N. REYES
Superintendent of Education

**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. BOX DE
HAGATNA, GUAM 96932
TEL: (671) 475-0495 THRU 475-0498
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RAMON T. LIZAMA
Administrator

June 28, 2007

An Equal Opportunity Employer

ANNOUNCEMENT
~~Continuous~~

The **Guam Public School System** wishes to announce **OPEN COMPETITIVE** examination for the following class of position to **ESTABLISH A LIST:**

SCHOOL AIDE II (3.404)
One-to-One for Special Education Division (Part-Time)
American Sign Language (ASL)

SALARY: Pay Grade E, Step 1, \$8.01 Per hour

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

- A) One (1) year experience as a School Aide I or equivalent work and graduation from high school; or
- B) Completion of 15 semester hours of college credits, including 6 semester hours in professional education; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR:

Applicants for this position must have knowledge and skill in **American Sign Language (ASL)**.

NOTE:

Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

Performs routine para-professional and clerical work in educational activities.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)* Prepares instructional aides, such as work cards, alphabet posters, work and picture games, time tables, flashcards.

Organizes recess time into directed games and activities.

Works with individual students or groups of students to reinforce lessons taught by the teacher.

Proctors, scores, and records tests, including achievement and diagnostic tests.

Operates educational equipment.

Takes over the class in the absence of the teacher until the substitute teacher arrives.

Locates reference or teaching materials, such as books, maps, charts; prepares bulletin board displays.

May monitor student discipline while embarking and disembarking the school buses, in hallways, cafeteria, playground or during assemblies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic principles and practices of educational psychology and human growth and development.

Ability to assist teachers in devising teaching aides and conducting learning exercises for students.

Ability to learn and critically analyze student behavior or situations and to implement an effective reasoned discipline program.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to learn and operate educational equipment.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories.

Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Testing. (TB) Upon employment, thereafter are to submit Tuberculosis testing annually. Tuberculosis Testing must be paid by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit a Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday, except holidays.

APPLICATION SUBMISSION:


Interested applicants must submit an "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the Guam Public School System's website www.doe.edu.gu.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division